

**Blue Collar Description****Service/Combination A  
Grade 8  
Class Code 999101**

**Working Procedure:** Service automobiles, light trucks, and equipment, fuel and wash vehicles, cleans engines, repair, change and balance automotive and light truck tires, replaces belts, hoses, batteries, filters and other parts.

Keeps electronic records of time and materials, services equipment, maintains preventive maintenance service records. Utilizes the Equipment Vehicle Maintenance Management System (EVMMS) to process work orders and update vehicle repair records.

Receives stock and picks up and delivers parts when necessary. Replaces light bulbs in facilities, cleans shop area. May do general janitorial work, grounds and building maintenance, and snow removal.

May be assigned radio dispatcher responsibilities and be required to relay messages to fellow workers or law enforcement agencies as directed.

May be required to perform routine highway maintenance work in case of emergencies. Responsible for keeping records on fueling and lubrication of equipment.

Performs related work as required.

Employees working for Motor Pool will work normal rotation at the dispatch desk assisting customer with vehicle reservations.

**Tools and Equipment:** Must be knowledgeable in the use of all basic hand tools, air tools, cleaning materials, vehicle parts, brooms, grease guns, tire tools, power washers, jacks and lifting equipment, forklifts, electronic and printed reference materials, and computers.

**Materials:** Fuels, oil and lubricants, vehicle parts, stock items, solvents and detergents.

**Source of Supervision:** Shop Superintendent or designee.

**Physical Demands:** Must be able to perform physical activity in lifting (greater than 50 pounds), carrying, and/or operating the tools, equipment and materials.

**Education, Trade Knowledge and Experience:** Required to perform the duties of the position are six months' experience as a lubrication technician, light duty tire technician, custodian or mechanic's assistant.

Formal light or heavy-duty technical training and/or certification(s) will also be considered. Basic computer knowledge.

**Necessary Special Requirements:** A valid Montana Driver's License is required. Forklift certification must be obtained within 3 months after hire.

Successful applicant must have a telephone or be reasonably accessible to the work headquarters.

The above statement reflects the general details considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.